

Minutes of ABC group meeting

Time: 29/6/2010

I. Time and Venue

- Time: 2h30 – 4h30 / June 29, 2010
- Venue: CRS office

II. Participants

- Jelly, Lien, Phuong (Action for the City)
- Thuy (Caritas)
- Hien (CRS)

III. Agenda

1. Feed back from research information about working with media training course

- Hien (CRS) shared the information about two companies that offer this training course
 - **T&A communication company** (<http://www.ta.com.vn>) : they offer two day-training with professional trainers and the cost is 2,000 USD (not including tax, venue, tea break...)
 - **Inpro company:** They also offer two day-training and the cost is 34,000,000 VND (including tax but not including venue, tea break..) and 38,000,000 VND (including tax, venue, tea break...)
- ABC group concluded that this cost is too expensive for NGOs so we decided to research and contact directly with trainers :
 - Lien (AfC) will contact with Ms Thanh Ha (director of Mega Link)
 - Thuy (Caritas) will contact with journalists
 - Phuong (AfC) will contact with Viet Nam Forum of Environmental Journalists.

2. Schedule of informal meeting between CCWG and Journalist

- Proposed Time: 3.30pm – 5pm, August 5th 2010
- Proposed Venue: NGO RC
- Purpose of the meeting:
 - Sharing project information and experiences among and between NGOs and journalists
 - Meeting journalists and attract their attention on CC issues and CCWG members' projects
- Proposed Agenda

No	Activities	Time
1	Introduction + CCWG + Purpose of this meeting +Introduce NGOs and journalists	20 minutes
2	Question and Answer + Focus on CCWG information	10 minutes
3	Exchange information between NGOs and journalists + Journalists will go around and take information from NGOs	45 minutes
4	Close the meeting + Share feelings and comments about the meeting	15 minutes

	+ Suggest for the formal meeting	
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- Preparation for this meeting
 - Invite NGOs to participate in this meeting: bring brochures, leaflets to introduce organization in the meeting.
 - Invite journalists to participate in this meeting
 - Prepare a matrix of NGOs to send to journalists before the meeting: name, projects, contact person...

3. *Plan for Joint Activities*

- In July, ABC group will launch a green stationery campaign which includes the following activities:
 - Research on green stationery and suppliers in Viet Nam: recycle paper, green stapler, ink pot for marker, eco notebook, etc.
 - Circulate among ABC members and order green stationery
 - Buy and use green stationery in the office
 - Evaluate and circulate among CCWG members.
- ABC members will research and Phuong (AfC) will collect information and make a list of green stationeries. (deadline: July 15th 2010)

IV. Next meeting

- Time: July 28th 2010
- Venue: Action for the City Office